

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
COLORADO STATE OFFICE
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December 16, 2004

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Instruction Memorandum No. CO-2005-007
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To: Deputy State Directors; Manager, Office of Communications; and Staff Assistants

From: State Director, Colorado

Subject: Delegation of Authority, State Director's Staff Assistant

Staff Assistants are responsible for back-up assistance to the State Director/Associate State Director. To maintain continuous coverage for the State Director's office, each Staff Assistant will serve as back-up for a one-month period.

January	Ginny Buller
February	Kerrie Garcia
March	Cyndi Horton
April	Diane Foster
May	Felicia Trujillo
June	Christy Lively
July	Ginny Buller
August	Kerrie Garcia
September	Cyndi Horton
October	Diane Foster
November	Felicia Trujillo
December	Christy Lively

If conflicts arise in the rotational schedule listed above, it is the responsibility of the assigned Division for that month to arrange for coverage. The acting Staff Assistant to the Associate State Director/State Director is responsible for performing the duties required to maintain the efficient daily operation of that position.

The Staff Assistant to the Associate State Director/State Director will provide the necessary training and information on the required duties to the Staff Assistants in each Division. **When notified that assistance is needed, the Staff Assistant, Deputy State Director, or his/her appointee will be responsible for all arrangements to provide support to the State Director's office.**

Hours of duty for the State Director's office are 7:45 a.m. to 4:15 p.m. Deviations from this schedule must be approved by the Associate State Director/State Director and arrangements made for coverage during this time.

The Staff Assistant for the State Director/Associate State Director will notify the appropriate Division when coverage is required.